

**REGULATIONS**

45 CFR 302.15  
45 CFR 303.2

Pursuant to CRP contracts, Friends of the Court are required to maintain all books, records or the documents relevant to the agreement for five years after final payment. If an audit is initiated prior to expiration of the five year period and extends past that period, all documents are to be maintained until the audit is completed. The retention requirement applies to all IV-D fiscal, statistical, and case records.

**CASE RECORDS**

Case records must be established in accordance with federal requirements. When applicable, the case record is to include, but is not limited to, the information listed below:

- A record of the basis of IV-D eligibility; i.e. documentation of the current receipt of ADC by a child in the family, documentation that a child in the family stopped receiving ADC after 9/30/84, the application for IV-D services, or the referral document from a sister-state IV-D agency.
- Records of the date, reasons and results of contacts with the IV-D client and the absent parent.
- Records of location efforts including dates, resources contacted and results of the contacts.
- A record identifying the court order for support.
- Records of the dates and results of enforcement activities.
- Records of contacts with other IV-D agents.
- A record of the date and reason for a case closure.